

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Code Enforcement Technician Lead

BAND	GRADE	
NE	620	
DEPARTMENT: Development Services	ACCOUNTABLE TO: Department Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for performing code enforcement activities and serving as a lead to other Code Enforcement Technicians on an on-going basis. Duties include: providing direction on how to perform tasks; assigning and/or performing code enforcement activities; establishing deadlines; providing information to the public; performing field work such as inspections and posting sites; issuing citations and maintaining code enforcement records and reports; and, participating in mediation hearings or court proceedings.		
DISTINGUISHING CHARACTERISTICS: Code Enforcement Technician Lead is the second level of a two level code enforcement series. The Code Enforcement Technician Lead is distinguished from the Code Enforcement Technician in that the Code Enforcement Technician is considered an entry-level position, which performs routine functions of code enforcement and works under close direction.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs lead activities with other code enforcement personnel which includes: overseeing activities; training employees on proper methods and procedures; scheduling, assigning and/or performing and monitoring work; coordinating work with other departments; and, performing inspection activities.	Daily	
2.	Provides information to the public to include explaining City policies and interpreting codes.	Daily	
3.	Coordinates mediation/enforcement actions; participates in mediation hearings or court proceedings for code enforcement related cases.	Daily	
4.	Advises the public and staff of solutions to routine code problems.	Daily	
5.	Performs field inspections and processes violation complaints; maintains records and prepares reports for City's code enforcement activities.	Daily	

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6.	Provides technical support to the general public and other City staff.	Monthly	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Zoning enforcement principles;
- City codes and regulations.

Skills (position requirements at entry):

Skill in:

- Training, scheduling and assigning work;
- Organizing data and conducting research;
- Interpreting and enforcing codes;
- Preparing written reports;
- Word processing;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High school diploma or General Equivalency Diploma (G.E.D.) and five years of experience in a related field, including experience working with the public; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

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Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to extreme temperatures and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 08/05 (skm)

Rev. 07/07 (jls)

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